

M e m o r a n d u m

Date: October 1, 2009

To: Facilities Section

Attention: Captain M. S. Lynch

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.11626.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on August 17, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI randomly selected items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 86 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total sample size of 36 items (c). Each OPI inventory list was stratified $[(b) \times 37 = (c)]$ and the results rounded up to the nearest whole number (d). Thus, to ensure all inventory lists were proportionally represented in the statistically-valid sample, the predetermined list sample size was increased to 37 items to include "weapons."

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	62	72.09%	25.95	26
Telecommunications	21	24.42%	8.79	9
Fleet	2	2.33%	0.84	1
Weapons	1	1.16%	0.42	1
Total	86			37

Safety, Service, and Security

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, thirty six of the thirty seven items were located. One item, 163980, could not be located because it had been transferred to another command. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment located at the command to the OPI inventory lists, ten of the eleven items reconciled. One item, 163979, was also transferred to another command. This item was not on the predetermined list and was discovered by review of a CHP 266 for item 163980. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by December 18, 2009.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Staff
Administrative Services Division
Fiscal Management Section
Office of Inspections, Audits Unit

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Facilities Section (078)
August 17, 2009**

ATTACHMENT A

[illegible]

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Facilities Section (078)

ATTACHMENT B

	ASSET #	DESCRIPTION	MAKER	SERIAL #	Y	N	A	T	C	NOTES
PROPERTY INSPECTION LIST TO EQUIPMENT										
Y 1	106385	CHAIR EVACUATION MOD40 PO 078D7030	STAIRCHAIR	L369666	X					
Y 2	126629	DIGITAL CAMERA	SONY	388906	X					
Y 3	126630	DIGITAL CAMERA	SONY	388915	X					
Y 4	133184	DIGITAL COPIER	PANASONIC	DDP39J00078	X					
Y 5	136760	PRINTER	HEWLETT PACKAR	CN4A0210ZV	X					
Y 6	141235	PRINTER	HEWLETT PACKAR	CNGXG09851	X					
Y 7	148878	PRINTER	HEWLETT PACKAR	CNRXL48759	X					
Y 8	150049	FACSIMILE MACHINE	BROTHER	U60284M6J591846	X					
Y 9	158140	DIGITAL CAMERA	CANON	5125205109	X					
Y 10	160780	COMPUTER	HEWLETT PACKAR	MXL8231B4B	X					
Y 11	160788	COMPUTER	HEWLETT PACKAR	MXL8231B2B	X					
Y 12	160795	COMPUTER	HEWLETT PACKAR	MXL82319XZ	X					
Y 13	160796	COMPUTER	HEWLETT PACKAR	MXL8231B9D	X					
Y 14	160799	COMPUTER	HEWLETT PACKAR	MXL8231B4Q	X					
Y 15	160800	COMPUTER	HEWLETT PACKAR	MXL8231B6X	X					
Y 16	161941	LAPTOP	GATEWAY	4636917	X					
Y 17	161943	LAPTOP	GATEWAY	4636919	X					
Y 18	161944	LAPTOP	GATEWAY	4636920	X					
Y 19	163934	CAMERA DIGITAL	CANON		X					
Y 20	163935	CAMERA DIGITAL	CANON		X					
Y 21	163936	CAMERA DIGITAL	CANON		X					
Y 22	163938	CAMERA DIGITAL	CANON		X					
Y 23	163980	TELEVISION 32" HD LCDTV COMBO	INSIGNIA	09C30A0316A				X		Item Transferred, see CHP 266
Y 24	166219	LAPTOP	LENOVO	L3ANP4R	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Facilities Section (078)

ATTACHMENT B

	ASSET #	DESCRIPTION	MAKER	SERIAL #	Y	N	A	T	C	NOTES
Y 25	166221	LAPTOP	LENOVO	L3ANP4W	X					
Y 26	87709	REFRIGERATOR-P0078D0033	BEVERAGE-AIR	2307338	X					
EQUIPMENT TO INVENTORY LIST										
1	106386	CHAIR EVACUATION MOD 40	STAIRCHAIR	L369247	X					
2	130514	SCANNER SCANJET 4570C	HEWLETT PACKAR	CN2AYT50SG	X					
3	136660	PRINTER	HEWLETT PACKAR	JPAC32605	X					
4	158138	DIGITAL CAMERA	CANON	5228200026	X					
5	160784	COMPUTER	HEWLETT PACKAR	MXL8231B4T	X					
6	160801	COMPUTER	HEWLETT PACKAR	MXL8231B2Y	X					
7	161942	LAPTOP	GATEWAY	4636918	X					

LEGEND

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ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Facilities Section (078)

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
Y	1	R100060	Cellular Telephone			X					
Y	2	R100061	Cellular Telephone			X					
Y	3	R100066	Cellular Telephone			X					
Y	4	R100069	Cellular Telephone			X					
Y	5	R46536	Mobile Repeater	1247965	6EUH193	7724112	X				
Y	6	R58378	Mobile Radio	D1521	1111626	9934768	X				
Y	7	R62879	Hand-Held Radio	11012		402AWW5875	X				
Y	8	R93936	Scanner	1247965	6EUH193	320Z44002826	X				
Y	9	R99999	Cellular Telephone				X				
EQUIPMENT TO INVENTORY LIST											
Y	1	R42459	MOBILE RADIO	1247965	6EUH193	9541299	X				
Y	2	R81390	CONTROL-HEAD MOBILE	D1521	1111626		X				
Y	3	R95250	CONTROL-HEAD MOBILE	1247965	6EUH193		X				

LEGEND

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ATTACHMENT D

Active Equipment Inventory by Station Location
FAF: EQUIPMENT BY STATION
08/03/2009

ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	FILE
078	Y 1247965	6ELF-193	COMMANCEE VEHICLES	2007	ECC	CHAFCEE	001
078	Y C1521	1111626	FCCL	2001	TCY	LNK	001

Page Number: 1

If any vehicles have been transferred - attach CHF 57 form(s)

VERIFIED BY: _____ DATE: _____

COMMANDEER SIGNATURE: _____

LEGEND

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ATTACHMENT E

Department of California Highway Patrol
Complete Area Inventory
078 - Facilities Section

ATTACHMENT E

August 4, 2009

Officer Issued Weapons

Issued to officer					Comments
ID#	Last Name	First Name	Ser#	Control#	
Y	[REDACTED]				
				1	
					Issued to officer:
					[REDACTED]
					Officer Issued Weapons Total:
					[REDACTED]

Area Grand Total: [REDACTED]

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
CREDIT MEMO - EQUIPMENT
CHP 266 (Rev. 10-07) OPI 076

☐ Return ☐ Repair ☐ Transfer
☐ Loan, return by:

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Facilities Section	078	Marla Morton	05/13/2009
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Commissioner's Office	001		
SHIPPED VIA		DRIVER'S SIGNATURE	
<input type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify):			

MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

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